



OFFICE

DATE: April 30, 1996

TO: District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM: Paul F. Miller
Engineer of Construction

Larry R. Brown
Engineer of Maintenance

James D. Culp
Engineer of Traffic & Safety

SUBJECT: **JOINT CONSTRUCTION, MAINTENANCE and TRAFFIC AND
SAFETY INSTRUCTIONAL MEMORANDUM #1996-C**
Inspection/Acceptance of Sign Upgrading Projects

The purpose of this memorandum is to update the process of inspection/acceptance of sign upgrading projects. This process is evolving and will continue to evolve to improve the quality of the Department's sign projects.

This memorandum complements and supersedes where applicable Joint Construction Instructional Memorandum 1995-H, Construction Circular Letter 1995-3, and Construction Instructional Memorandum 1993-6 regarding inspection of sign upgrading projects.

1. The Project Engineer is the final authority on project completion and acceptance.
2. Lansing Maintenance personnel, Gary McFarling (or alternate Don Murray), will continue to be involved in the final inspection of all sign upgrading projects including non-freeway signing projects.
3. The Resident/Project Engineer shall contact Don Murray's office at (517) 322-3354 (fax # 517-322-3353) to give notice of the date and location of any preconstruction meeting scheduled for signing projects, at least five days in advance thereof (preferably longer notice, if possible). It is very important that sign inspection procedures be discussed at the preconstruction meeting. Therefore, appropriate project personnel should be included in the meeting.

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4. At the preconstruction meeting, the Project Engineer, contractor, and Gary McFarling (or Don Murray) may find it desirable and agree to have an interim inspection conducted by Lansing Maintenance or District Maintenance personnel when a representative percentage of the project is completed. This interim inspection, if held, will be basic and preliminary for purposes of addressing obvious deficiencies and is not intended as a final acceptance inspection.
5. A special light source may be used during the inspection process for information purposes; but only defects and deficiencies which can be documented based on project specifications will be subject to contractor repair or replacement. Future project specifications may include the special light source.
6. It is very desirable to have the final acceptance inspection before the contractor leaves the site. Therefore, the Resident/Project Engineer shall contact Don Murray's office approximately two weeks before the signing project is completed to schedule a date for the final acceptance inspection.
7. The Resident/Project Engineer or their designated representative will conduct the final inspection. Immediately after the inspection is completed, the inspection team will compare inspection notes and agree on appropriate actions. The Resident/Project Engineer will draft the appropriate documents for the agreed upon actions and transmit them to the affected organizations for their action.

Engineer of Construction

Engineer of Maintenance

Engineer of Traffic & Safety

PFM:PAL:tml:jp

cc: Lansing Construction Division Engineers
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M&T Division
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Subject Index: Traffic Control

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(This is a special request distribution)